

Laptop Web Conferencing

This room is **not** equipped with a video conference system

The on-wall **USB camera** can be plugged into a laptop, to be used instead of the laptop's built-in camera and microphone

The camera's **USB cable** is on the wall **below the display** near the video connection cables

After plugging in, **please check your laptop's settings** to be sure that the USB camera and its onboard microphone are selected for your web conferencing session

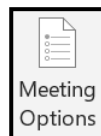
Room Phone #

Connecting to Skype for Business?

Please ensure that your session is open to all participants

If you made the meeting invite in Outlook, open it and check the

Meeting Options menu



Where = A new meeting space

Who can join = Anyone (no restrictions)

Who can present = Anyone (no restrictions)

+ Click **Remember Settings**

While signed into SfB desktop app

Open Outlook invite + click

→ [Join Skype Meeting](#)

No account, or using only a web browser?

Open Outlook invite + click

[Try Skype Web App](#)

For more information please contact [redacted] at

or [redacted]

@ [redacted].ca